



## SLSQ Code of Conduct

This Code of Conduct applies to all employees of SLSQ. It governs the way employees must behave towards volunteers, suppliers, clients, co-workers, management and the general public. All employees of SLSQ are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with SLSQ. As representatives of SLSQ, employees are expected to observe the following standards of behaviour:

- comply with all laws and SLSQ policies, procedures, rules, regulations and contracts;
- comply with all reasonable instructions by SLSQ;
- be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public;
- treat volunteers, clients, suppliers, co-workers, management and the general public in a non-discriminatory manner with proper regard for their rights and dignity;
- maintain and develop your knowledge and skills in your area of expertise;
- be aware that as an SLSQ employee you will be seen as a role model for all SLSQ policies and procedures when working with volunteers either as a professional or volunteer.

Some specific examples of the standards expected of SLSQ employees include:

- punctuality;
- respecting the ownership of all SLSQ funds, equipment, supplies, books, records and property;
- maintaining the confidentiality of any confidential information, records or other materials acquired during the course of employment with SLSQ;
- while employed at SLSQ, do not accept any employment with another organisation that is a supplier or competitor, or any other employment that is in conflict with your position at SLSQ;
- while employed at SLSQ do not make any unauthorised statements to the media about SLSQ business (requests for media statements should be referred to your manager).
- Always show initiative and exercise common sense.